

**OFFICE OF SELECTMEN
6 HOLLAND STREET
PO BOX 139
MOULTONBOROUGH, NH 03254**

Selectmen's Meeting

October 6, 2016

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Vice Chair, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator; and Hope K. Kokas, Administrative Assistant.

I. CALL TO ORDER: Russ *Chris* called the meeting to Order at 7:00 P.M.

II. PLEDGE OF ALLEGIANCE:

III. PUBLIC HEARING: Proposed Land Sale, 1) Spitzen St. - Map 130 Lot 021, 2) Rose Lane - Map 166 Lot 007, 3) 4 Whittier Highway (Land Only) Map 170 Lot 002: Chris opened the public hearing at 7:01 p.m. and stated that the Town is proposing to sell the three lots, two of which are tax deeded. The third lot, 4 Whittier Highway (land only) received approval at the 2016 Town Meeting to sell this parcel. Chris asked the public for comments or questions without response. Josh asked how the Town received 4 Whittier Highway. Walter replied that this occurred in the 1800's, and is described as the full parcel with the rangeway being separate. He added that there is no transfer on record, however the ownership was tested in court and it was found to be the Town's property. He agreed with Josh that Alvord's Pharmacy was the first to lease the land. Chris stated that the second public hearing is scheduled for October 20, 2016. As there were no further questions or comments, Chris closed the public hearing at 7:03 p.m.

IV. REVIEW / APPROVAL MINUTES: Russ Made the Motion to approve the September 15, 2016 Minutes and the September 22, 2016 Work Session Minutes and Non-Public Minutes as written. Paul Seconded. The Motion carried Unanimously.

V. NEW BUSINESS:

1. Review for Action: Consent & Signature File as of October 6, 2016:

10/6/16	Certification of Yield Taxes Assessed	049-005
10/6/16	Tax Collector's Yield Tax Warrant	049-005
10/6/16	Certification of Yield Taxes Assessed	024-006
10/6/16	Tax Collector's Yield Tax Warrant	024-006
10/6/16	Tax Collector's Yield Tax Warrant	070-004
10/6/16	Certification of Yield Taxes Assessed	070-004
10/6/16	Application for Construction of Driveways	069-072-002
10/6/16	Trustees of the Trust Funds Expenditures, 2015	N/A
10/6/16	Trustees of the Trust Funds Expenditures, 2015	N/A
10/6/16	Petition & Pole License Petition, Moultonboro Neck Road	N/A
10/6/16	Forest Fire Report/Bill	N/A
10/6/16	November 8, 2016 Election Warrant	N/A

Josh Made the Motion to approve the Consent & Signature File for October 6, 2016, Jean Seconded. The Motion carried Unanimously.

1. Review for Action: Susette Remson, Tax Collector, Acceptance of Tax Deeds: Deputy Tax Collector Ashley Pouliot reported that properties 4 and 5 listed on Susette's Staff Report dated October 6th, have been paid in full. She stated that the Tax Collector's office has sent certified notices on September 6th and first class letters were sent on September 9th. Previous to that, courtesy notices were sent on April 11, 2016 about the upcoming process and it was suggested that the taxpayers could make payment arrangements, but without any response. In Susette's Staff Report and today Ashley requested that the Selectmen accept the tax deeds for all of the properties that remain outstanding on October 12, 2016. Susette added that purposely they provide written notices only, and all were received by the property owners which was confirmed by the signed return receipts. Russ Made the Motion to accept all of the tax deeds for properties as shown on the "final list" that remain unredeemed as of the October 12, 2016, 12 noon deadline; to authorize the Tax Collector to record the tax deeds on behalf of the municipality; to authorize the Tax Collector to notify the Treasurer to refund any partial payments due according to RSA 80:71; and to authorize the Town Administrator to send certified Notice of Tax Deeding to the appropriate parties. Paul Seconded and the Motion carried Unanimously. Susette said she will provide the Selectmen with the October 12th final list.
2. Review for Action: Staff Report, Town Assessor Position: Walter reported that the Town's Assessor, Gary Karp has been part time since May. Gary has recently notified him that it is his intent to work part time through the winter, 2 days a week, and will retire as of May. Walter felt that the summer went well with a part time assessor, and during the winter months it will be a test period to evaluate the position as part time vs. full time. Walter added that it is worth looking at how much Vision does and how much can be done in-house. If approved, they will review the situation in March. Chris asked why the Town went to a full time Assessor, and what was the need. Paul wondered if it would be difficult to hire a part time Assessor. Walter didn't think so and cited other towns that do this. Josh Made the Motion to continue with Gary Karp as the Town Assessor on a part time basis through May of 2017, to evaluate the need for a full time vs. part time assessor over the winter months to determine the need and value of in house vs. contract assessing work, and by April 1, 2017 a decision be made on the position and a search begin to fill the position. Paul Seconded. ***4 - Ayes; 1 - Nay (Chris).** The Motion carried Unanimously.
3. Review for Action: Revised Employee Personnel Manual: Walter reported that the Board has been working on revising the Personnel Manual during their work sessions, and the Town's labor Attorney, Anne Rice has made changes in the standard language. In his memo dated October 6, 2016, the Board is being asked to approve items A, B, C, D, E, and F in his memo. In addition, he asked the Board to consider changing the current medical insurance opt-out payment to qualified employees from 30% of the Town's cost to 50%, a change from approximately \$2,585.52/year to \$4,323.52/year at the 2016 rates. A statement should be added to provide clarification such as: A full time employee receiving medical insurance not paid for by the Town in any way shall be eligible with proof of coverage from another source. Walter felt that increasing the payment to 50% would be an added enticement and would lower the Town's costs. Paul Made the Motion to approve the changes to the Moultonborough Employee Manual listed above including the opt-out payment increase and the recommended changes from Attorney Rice effective October 13, 2016. Josh Seconded and the Motion carried Unanimously.

4. Review for Action: Request to Transfer Cemetery Lot, Holland Hill #182: Chris asked the Board if they had any objections to Ms. Jones' request to transfer back to the Town the Holland Cemetery plot #182 and to then have the Town transfer it to Ronald P. & Barbara A. Houlsdworth for \$800 (per the Town's policy, the cost of a similar plot in the town where they reside). There were no objections and Paul Made the Motion to approve the transfer of plot #182 at the Holland Hill Cemetery back to the Town and to then transfer the same to the Houlsdworths as described in Ms. Jones' letter dated September 22, 2016 and per the Town's Cemetery Policy. Russ Seconded and the Motion carried Unanimously.
5. Review for Action: NH Liquor Commission, 118 Whittier Highway, Lee Wah Restaurant, Inc.: The Board reviewed the Liquor Commission's letter regarding the renewal of the liquor license and also Chief Wetherbee's comment that they had no information that would negatively impact the issuance of the license. By Consensus there is no objection.

VI. OLD BUSINESS:

1. Josh asked if CG Roxanne is submitting the water withdrawal reports, which is a condition of their site plan and is to be done quarterly. Paul recalled that the former Town Planner, Bruce Woodruff had confirmed that we had been getting the reports. Walter said he would confirm this.
2. Paul reported that while attending a Carroll County meeting, he spoke with Tuftonboro Selectmen Carolyn Sundquist and she told him that their Board had yet to meet at which time they will decide if they will attend the meeting of the neighboring towns as proposed by the Moultonborough Board. Walter reported that he has heard from 4 out of the 6 towns invited about their interest in the meeting. He is now trying to identify the best day for all of the towns to hold the meeting. Paul added that he spoke with the County Administrator who told him that he feels the County Dispatch is now capable of providing the dispatch service to Moultonborough. Chris said that the question has been about the County having dead spots in Town. 1) Joel Mudgett confirmed that was the issue, adding that he worked extensively with the former Town Administrator on this. Walter said he will confirm with Chief Wetherbee about this, but he thought that with the new equipment the county has been receiving that they should be able to hit off the number of repeaters. Josh felt that if the Town is paying for County Dispatch now, then we should explore this further, identify the number of dead spots and what had they been, and if they still exist. 2) Mr. Mudgett added that the County had said that they didn't have enough staff or equipment to provide the Dispatch service to the Town. He added that 3 towns in Carroll County are being charged for this service but haven't used it because of the dead spot issue. He cautioned the Selectmen to make sure that the dead spots are being covered. ~~**Chris felt that they should look at the Police and Fire as separate entities.**~~
3. Chris commented that the Waste Management Facility's web page has 2 different charts of what is recyclable and what isn't, which is contradictory. He asked that this be looked at and corrected, specifically about shredded paper.

VII. OTHER BUSINESS:

1. Board Update Reports: 1) Paul reported that the Master Plan Steering Committee met on Tuesday and finished the Land Use Chapter and it has been forwarded to Mike Izard of LRPC to complete the summary, which will be before the Planning Board in October.

He added that the matrix has been simplified and is much more user friendly. 2) Russ added that the Planning Board's public hearing on zoning amendments is scheduled for November 9th.

2. Town Administrator's Report: Walter reported that all intersection projects are now complete except for punch list items including the paving on Far Echo. The Public Safety Building parking lot reconstruction is moving along and ahead of schedule with only minor issues. Chris commented that Chris Theriault and Andy Wolanek are doing a great job overseeing the project. Josh felt it was a shame that the Town couldn't go after the original contractor. 1) Mr. Mudgett commented that he and others came to the Selectboard at the time with their concerns, but nothing was done. The DPW Director, Chris Theriault is reviewing the application submitted to fill the vacancies, and interviews will occur next week. Department budgets have been submitted from most departments and Walter will review them over the next 2 weeks, and will meet with the Department Heads during the week of October 17th to review them. Painting of the Moultonboro Neck fog lines have been delayed by the contractor due to the weather in Massachusetts. Walter told the Board that he has contacted the NH Electric Co-op inquiring if it was possible for the Town to purchase the LED street lights, but hasn't had any response to date. He has also inquired from a vendor for a quote. Walter asked the Selectmen to review the invitation for the Convention of Committee meeting scheduled for October 24th, at the Library, and specifically he wanted to confirm the agenda. The Board agreed that the agenda of a short presentation by the Selectmen on their 2017 goals, followed by an open round table discussion was what they had requested. Chris asked that once the invitations go out, that a follow-up call is made to increase participation. The Lions Club has contacted Walter about scheduling the facility in 2017. He said that with Hope's support, they are working with the club to manage the inquiries and reservations for the upcoming year, which will continue to be through the Lions Club until the end of the lease. He added that the lease will end June 3, 2017 and not March 15th as previously noted. Walter suggested and the Board agreed that no changes be made for rental fees for the use of the facility for 2017 to avoid confusion. There has been one more Volunteer Application made for the Recreation Advisory Board at large openings. Walter told the Board that he is working with Chief Bengtson and Code Enforcement Officer Don Cahoon regarding the remains of the heavily fire damaged building on 35 St. Moritz Street. The Town has received a letter from POASI requesting that action be taken to clean up the property. He informed the Board that the former tenant has made an effort to clean up some of the property, but the building needs to be razed and the lot cleaned. If progress isn't made, then the issue will be turned over to Town Counsel for appropriate legal action. Paul added that the fire damaged property on Whittier Highway also needs to be addressed and should be treated the same as the other property. Walter reported that at the NHMA Policy Conference, all of the recommended policies eventually passed except for the Local Option Revenue Source. All floor policies failed except for #3 which was amended to allow a municipality to prohibit ADU's from being used as short term rentals (less than 30 days). Walter requested approval for 2 changes in employment status, from part time to intermittent, and extending a seasonal until November 15th. Approved by Consensus. Walter thanked the Board for allowing him to attend the National Managers Conference which he found to be very informative and he will provide a report on it.
3. Heritage Commission Minutes, September 12, 2016: Acknowledged.
4. Planning Board Minutes, September 14 & September 28, 2016: Acknowledged.

VIII. CORRESPONDENCE:

1. Charter Communications (TWC), September 21, 2016, Possible Program Changes:
Acknowledged.

IX. CITIZEN INPUT: 1) Joe Cormier asked the Selectmen if there is a process in place to review the Town owned properties. He felt that some of these properties may have little to no value, but may be attractive to an abutter, or some of the tiny islands could have appeal for those who want that type of property. Russ commented that for any property that is identified as unknown, there is a process and a 10 year waiting period before they can be transferred. He added that some property owners let these small islands go because they don't want the tax consequence. Walter stated that a complete analysis has been done and the properties that are now being offered for tax sale are what is available. He added that the Tax Collector has advised him that she has learned that the 10 year period may not be reliable, and it may be necessary to go to court to quiet the title, which he has referred to the Town Attorney for review.

X. NON-PUBLIC SESSION: Josh Made the Motion to go into Non-Public Session for (a) personnel, and to return for the sole purpose to adjourn. Paul Seconded. A roll call was taken: Josh – Aye; Paul – Aye; Jean – Aye; Russ – Aye; Chris - Aye. The Motion carried and the Selectmen went into Non-Public Session at 8:04 p.m.

The Board exited Non-Public Session at 8:17 p.m. Josh Made the Motion to seal the minutes. Jean Seconded. The vote was called, 3 - Ayes and 2 - Nays (Chris and Paul). The Motion carried.

XI. ADJOURNMENT: Josh Made the Motion to Adjourn. Paul Seconded.
Motion Carried Unanimously.
Chris adjourned the meeting at 8:19 p.m.

Christopher P. Shipp, Chair
Approved

10/13/16 Hope K. Kokas
Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant